HOW TO EXECUTE THE GRANT AGREEMENT

INTRODUCTION

You will receive a grant award document (CD-450 Financial Assistance Award) signed by your Department of Commerce grants officer. **The CD-450 form must be signed and returned within 30 days of the receipt of grant award notification email from the Grants Online (GOL) system.** This officially executes the grant award. If the signed copies are not returned within the 30-day period, NTIA may declare your grant award to be null and void.

BACKGROUND

The CD-450 form will be sent to the grantees via the Grants Online system. [*The grant award document, i.e., CD-450 and award terms and conditions are also available at http://oamweb.osec.doc.gov/aboutOAM_organization_GMD.html.*] In signing the document, your organization agrees to comply with the provisions, terms and conditions of the grant award.

The CD-450 form will incorporate by reference the applicable federal cost principles, policy and regulatory references that will govern the award and construction terms. It will also include the following information:

- Award period
- Grant budget
- The name and contact information for the BTOP Federal Program Officer and the Grants Officer and Specialist assigned to your project
- Special award conditions
- Department of Commerce Financial Assistance Standard Terms and Conditions
- The American Recovery and Reinvestment Act Terms and Conditions

HOW TO COMPLETE THE AGREEMENT

The CD-450 form requires a counter-signature by your Authorized Organization Representative (AOR). This may be done electronically through Grants Online. The recipient should retain a copy for his/her file. Please check to make sure that the information on the CD-450 is complete and accurate. If you believe an item is incorrect, contact your BTOP Federal Program Officer.

RESOURCES

The following are resources for completing the CD-450 form:
- Office of Acquisition Management Web site:
  http://oamweb.osec.doc.gov/aboutOAM_organization_GMD.html
- Your assigned BTOP Federal Program Officer
- BroadbandUSA.gov
- Grants Online Web site:
  http://www.corporateservices.noaa.gov/grantsonline/gol_training_GRANTEE.htm

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Washington, DC

Broadband Technology Opportunities Program

Made possible by the Broadband Technology Opportunities Program

Funded by the American Recovery and Reinvestment Act of 2009